

FY15 Title I Spring Coordinators' Meeting

Completion Reports & Data Collection

March 5, 2015

Data Collection

Why do we need so much data?

Why do we need to enter all this data again?

What other programs does my data affect?

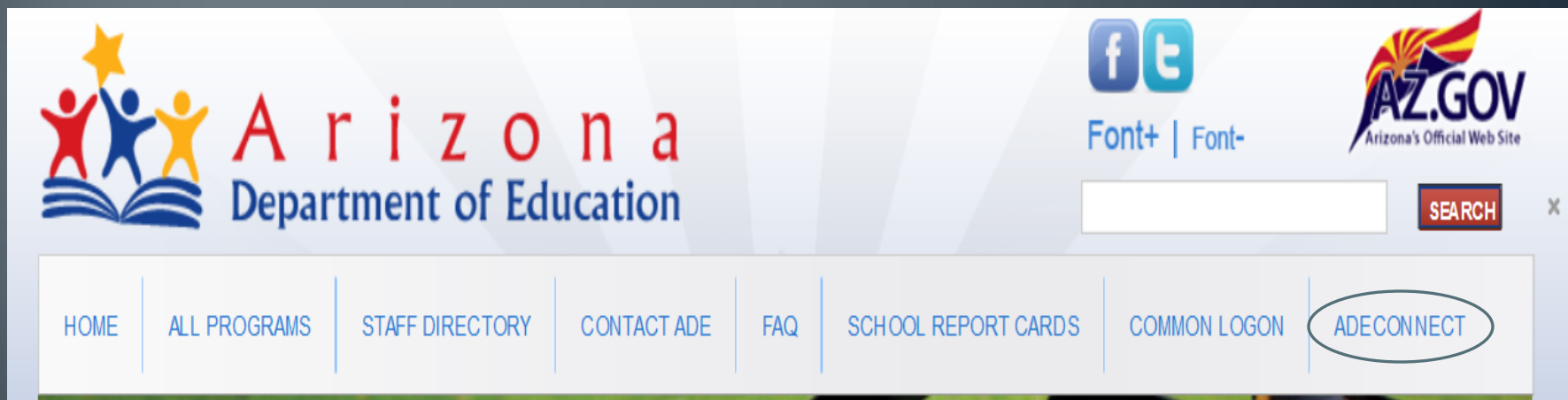
- Comparability – 40th day enrollment not ADM
- Maintenance of Effort – state and local expenditures & ADM
- Teacher Loan Forgiveness – NCLB 1&2 indicators
- Teacher Shortage Areas – HQ status
- CSPR – SAIS, completion reports, AFRs, ALEAT
- N&D funding

How does my data reporting affect my LEA?

- Incorrect data and untimely data entry will affect funding

FY2014 Title I Completion Reports

- All completion reports for grants processed through the Arizona Department of Education are now in the GME system accessed via ADE Connect on the ADE Home Page.



- Once you have signed into GME, go to the **Sections** page of the ESEA Consolidated Application. Scroll down to Title I LEA.
- If you cannot access GME, contact CPUGroup@azed.gov

Sections – Completion Report Pages

Sections

Mcrary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2

Application Status: CR County Business Manager Approved

Change Status To: [CR Grants Management Final Approved](#)
or
[CR Grants Management Primary Approved](#)
or
[CR Grants Management Returned Not Approved](#)

[View ADE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All



History Log

[History Log](#)

[Create Comment](#)



Allocations

[Allocations](#)



Private Schools

[Administration](#)

[Related Documents](#)



Title I LEA

[Completion Report](#)

[CR Program Details](#)

[CR Related Documents](#)

Completion Report

Actual Expenses – Overview

- On the Sections page, click on “**Completion Report**” to enter actual expenses for the following:
- Salaries
- Employee Benefits
- Purchased Professional Services
- Supplies
- Indirect Cost Recovery



The page will calculate the Total for each row and for each column.

Completion Report (Actual Expenses)

You will enter the actual expenditures in the appropriate categories. To see the budgeted amount, hover over the actual amount entered. A box will appear with the “Approved Budget” figure. In the example below: Actual Employee Benefits equal \$17,894.14; Approved Budgeted Employee Benefits equal \$17,872.42.

Completion Report

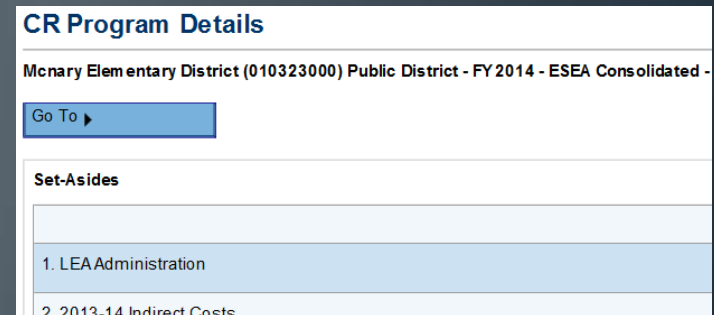
Mcrary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2 - Title I LEA

Go To ▶

Function Code Object Code	Instruction	Support Services (Students, Instr., Operation, Transport.)	Other	Total
Salaries 6100	93,246.68			93,246.68
Employee Benefits 6200	17,894.14			17,894.14
Purchased Professional Services 6300		Approved Budget: 17,872.42 0.00		0.00
Supplies 6600	18,852.20	0.00		18,852.20
Indirect Cost Recovery 6910			0.00	0.00
Total	129,993.02	0.00	0.00	129,993.02

CR Program Details

- On the Sections page, click on “CR Program Details” to access the supplemental portion of the completion report.
- CR Program Details include:
 - Set-Asides
 - Private School tables
 - Parent Involvement tables
 - Public School Choice Set Aside
 - Targeted Assistance tables
 - Staff - Schoolwide Program Schools
 - Title I-A Neglected Students Served
- Complete this information as applicable using the following instructions. (Scroll through all items in the CR Program Details page until all required information has been provided.)



Set-Asides Table

In the table that follows, **Budget Amounts** are populated based on the last approved FY14 ESEA Consolidated application or amendment. Enter the **Actual Expenses** next to each budgeted amount. The system will calculate the difference between budgeted and actual in the “Balance” column.

Set-Asides

	Budget Amount	Actual Expenses	Balance
1. LEAAdministration	0.00	0.00	0.00
2. 2013-14 Indirect Costs	1,380.00	0.00	1,380.00
3. Title I Services to Private Schools (enter blow):			
- Equitable portion of funds for parent involvement	0.00	0.00	0.00
- Equitable portion of funds for professional involvement	0.00	0.00	0.00
- Equitable portion of funds for administrative activities	0.00	0.00	0.00
4a. LEAFunds Reserved for Summer School	7,812.41	7,329.62	482.79
4b. LEAFunds Reserved for Intercession	0.00	0.00	0.00
4c. LEAFunds Reserved for LEAPre-school	0.00	0.00	0.00
4d. LEAFunds Reserved for Priority Schools	0.00	0.00	0.00
4e. LEAFunds Reserved for Focus Schools	0.00	0.00	0.00
4f. LEAFunds Reserved for Pre-Intervention Schools	0.00	0.00	0.00
4g. LEAFunds Reserved for Other N/A	0.00		
5a. Public School Choice Trans - PrioritySchools	0.00	0.00	0.00
5b. Public School Choice Trans - Focus Schools	0.00	0.00	0.00
6. Salary Equalization and Financial Incentives	0.00	0.00	0.00
7. Homeless - Services to Students (required)	670.55	0.00	670.55
8. Parent/FamilyInvolvement	0.00	0.00	0.00
9. Professional Development for Title I Staff	0.00	0.00	0.00
10. Neglected or Delinquent Support	0.00	0.00	0.00
Total	9,862.96	7,329.62	17,192.58

Discrepancies: Budgeted vs. Actual

- In the text box below, explain any discrepancies between **Budget Amounts** and **Actual Expenses** in the Set-Asides table above.
- As applicable, clearly identify each set aside by its name and, in particular, why *required* set asides were not fully expended.
- Be as succinct as possible while providing a full explanation.

Discrepancies: Budgeted vs. Actual

If applicable, please explain any discrepancies between the Budget Amount figures and the Actual Expenses figures in the Set-Asides table above.

Principal was first year principal and needed additional training. We were able to meet the needs of the homeless students with the \$406.98 that we spent.

Services to Private Schools (does not apply to charter schools)

Complete the following two tables and justification text box, if applicable.

Title I Services to Private Schools

For each category in the table below, indicate the amount set aside from Title I for services to eligible private schools. Enter zeroes, if no amount was set aside.

NOTE: Column 5 pertains only to professional development (row 2).

If you did not set aside Title I funds for private schools, complete the justification that follows Private School Student Participation by Grade below.

Services to Private Schools

	1. Amount Set Aside	2. Actual Expenses	3. Carryover	4. # of Schools Served	5. # of Teachers Receiving PD
1. Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Parent Involvement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Allocation
Private Amt
H F x D
1,142.00
0.00
1,139.00
0.00
6,726.00
1,119.00
2,955.00
1,966.00
2,931.00
2,895.00
963.00
2,766.00
487.00
25,089.00

Instructional Support for Private Schools – From PPA List Page

The first cell in the Instructional Support for Private Schools table (next slide) is automatically populated using the total figure in the PPA List page for Private school allocations (\$25,089.00).

Instructional Support for Private Schools – From PPA List Page

- Cell 1 will be pre-populated (see previous slide).
- In cell 2, enter the Actual Expenses by your district for instruction at private school(s).
- Cell 3 will be calculated for you.
- In cell 4, enter the number of private schools that received instructional support, including summer school, from your district.

Instructional Support for Private Schools - From PPA List Page

Total Allocations to Private Schools	Actual Expenses for Instruction	Unexpended Funds for Private Schools	# of Schools Served
25,089.00			

Private School Student Participation by Grade

Complete the following table, providing the total number of private school students served by the LEA in each category.

Student Participation by Grade

	# of Students
Age 0-2	<input type="text"/>
Age 3-5 (not kindergarten)	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	<input type="text"/>

Justification - No Set Aside for Private Schools

If the full Title I set aside amount for Private Schools was not expended, complete the justification. Please indicate if you do not have participating private schools.

Justification - No Set Aside for Private Schools

If the full Title I set aside amount for Private Schools was not expended, complete the justification. Please indicate if you do not have participating private schools.

* Justification for not spending total amount set aside for Private Schools:

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Parent Involvement 1% Set Aside Distribution

If your Title I allocation was greater than \$500,000, you were required to **expend** at least 1% (\$5,000 and up) on parent involvement activities. In addition, only 5% of the 1% of set-aside funds were permitted to be spent at the LEA level. The remainder must have been distributed to and spent at your Title I schools. NOTE: If your Title I allocation is less than \$500,000, this set aside does not apply to your LEA.

1% Obligation: The following is an example of obligated amounts for the parent involvement set aside (\$500,000+ allocation).

Parent Involvement 1% Set Aside Distribution

1. 1% obligation of Title I allocation only	2. 5% of 1% set aside for LEA Activities	3. 95% of 1% set aside for School Activities
56,108.55	2,805.43	53,303.13

Parent Involvement Carryover

Parent Involvement set aside funds must be tracked separately and any unused funds that are carried over must be spent within that program in the following year.

Column 1: The 1% obligation of your FY14 Title I allocation is populated for you.

Column 2: Enter the amount budgeted for parent/family involvement (can be more than the 1% required).

Column 3: Enter the amount actually expended for parent/family involvement.

Column 4: The difference between the amount in column 1 (1% Obligation Amount) and the amount in column 3 (Actual Expenses) will be calculated for you.

If the amount in column 3 is less than the amount in column 1, the amount in column 4 (Carryover), must be carried forward to FY15 and used for parent/family involvement activities.

Parental Involvement Carryover

	1. 1% Obligation Amount	2. Budget Amount	3. Actual Expenses	4. Carryover
Parent/Family Involvement	56,108.55			

Parent Involvement Activities - 1% Obligation

If your LEA had a Title I allocation of \$500,000 or more, complete the following table for activities supported by the required 1% set aside indicated in the Parent Involvement Carryover table above. If you expended more than the 1%, do not include those funds in columns 1 and 2. Select all that were completed by the LEA or its Title I schools for the 2013-2014 school year.

The total under column 1 (district/charter holder expenditures) plus the total under column 2 (school-level expenditures) should equal the required 1% set aside amount. Note: The total for column 1 should not exceed 5% of the 1% set aside amount.

Enter any other federal, state, or local funds that were used in column 3. "Other Funds". Enter zeroes if none.

In column 4, enter the name of the school(s) that received the services listed.

Parent Involvement Activities

	1. Enter Title I amount spent on activity at LEA	2. Enter Title I amount spent on school activities	3. Other Funds	4. Name of schools using funds for the activity
1. Communication of Title I program information	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Annual Title I meeting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Parent education-family literacy/numeracy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Parent education-School Improvement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Parent education- curriculum related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Parent education-use of technology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Parent education-English as a second language	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Parents as partners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Policy and program review by Title I parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Student learning - supportive home environment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Student transition - assistance for parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Volunteer programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Parent/teacher conferences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Other (describe in column 4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public School Choice Set Aside

Arizona's ESEA Flexibility Request requires that schools identified as Priority or Focus must reserve a portion, as needed, of their Title I-A allocation for public school choice. **Reminder:** Students who participated in the SI Choice program should have been entered into SAIS.

Public School Choice Set Aside for Priority or Focus Schools

In the table below, enter the amount set aside for **Public School Choice** for *each* of your schools. You will have the option to add rows as needed.

Public School Choice Set Aside for Priority or Focus Schools

	School Name	# of Students Eligible for Each Service	# of Students That Applied for Services	# of Students Served	Amount Expended
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Targeted Assistance Schools

Complete the following tables as they apply to your Targeted Assistance School(s).

Targeted Assistance Instructional Support (including summer school)

Targeted Assistance Programs-Instructional Support (including summer school)

	Mathematics	Reading/Language Arts	Science	Social Studies	Vocational/Career	Other Academic Subjects
# of Students Served	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Targeted Assistance Support Services

Targeted Assistance Programs - Support Services Table

	Health, Dental & Eye Care	Supporting Guidance/Advocacy	Other Support Services
# of Students	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staff – Targeted Assistance Program Schools

NOTE: These positions are for only those paid with *Title I* funds, including summer school staff. "Other": translation, parental involvement, computer assistance.

Staff - Targeted Assistance Program Schools

	# of FTEs - Teachers	# of FTEs - Instructional Paraprofessionals	# of Instructional Paras who Meet HQ Requirements	# of "Other" Paraprofessionals	# of Clerical Support Staff	# of TI Program Administrators (non-clerical)
Targeted Assistance Program Schools						

The background of the slide features a series of vertical lines in various shades of blue and grey, creating a textured, rain-like effect. A solid teal horizontal band spans the width of the slide, positioned below the patterned area. The text 'Schoolwide Program Schools' is centered within this band.

Schoolwide Program Schools

Staff – Schoolwide Program Schools

Complete the following table for your schoolwide program schools, if any, including summer school. Include ALL instructional paraprofessionals whether or not they are being paid out of Title I funds.

- The first cell is for FTEs for instructional paraprofessionals (may be partial).
- The second cell is for the # of paraprofessionals the first cell represents who are *highly qualified* (whole numbers indicating people).

Staff - Schoolwide Program Schools	
# of FTEs - Instructional Paraprofessionals	# of Instructional Paras who Meet HQ Requirements
<input type="text" value="1"/>	<input type="text" value="1"/>

Title I-A – Neglected Students Served

Sect. 1113, (c)(3)(B) of the Elementary and Secondary Schools Act states that an LEA shall reserve funds as necessary to serve children in local institutions for neglected children.

Complete the following table, providing the total number of local neglected students served by the LEA with Title I-A funding in each category.

Title I-A Neglected Students Served

	# of Students
Age 0-2	<input type="text"/>
Age 3-5 (not kindergarten)	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	<input type="text"/>

CR Related Documents: Capital Outlay

If you budgeted for Capital Outlay out of Title I, use the “Capital Outlay Worksheet” to indicate actual expenditures for Capital Outlay.

From the Sections page, click on CR Related Documents.

Title I LEA

[Completion Report](#)

[CR Program Details](#)

[CR Related Documents](#)

CR Related Documents

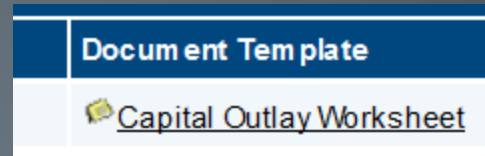
Deer Valley Unified District (070297000) Public District - FY 2014 - ESEA Consolidated - Rev 6 - Title I LEA

Go To ►

Optional Documents	
Type	Document Template
Capital Outlay Worksheet	 Capital Outlay Worksheet

CR Related Documents

Click on the document template to download the Capital Outlay Worksheet.



a0d004b0-c1d8-47fd-9702-da5586b679eb.xlsx [Read-Only]					
	A	B	C	D	E
1	CAPITAL OUTLAY				
2	Quantity	Cost Per Unit	Description	Purpose	Total
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
16					0.00
17					0.00


CR Related Documents – Capital Outlay Worksheet

- Save the Capital Outlay Worksheet to your computer.
- Complete the worksheet and save.
- Upload the completed worksheet under CR Related Documents using Document/Link.

CR Related Documents

Deer Valley Unified District (070297000) Public District - FY 2014 - ESEA Consolidated - Rev 6 - Title I LEA

Go To ►

Optional Documents		
Type	Document Template	Document/Link
Capital Outlay Worksheet	 Capital Outlay Worksheet	

Completion Report Adjustments


On the Sections page, scroll down to the bottom of the screen and click on “Completion Report Adjustments.”

	ESEA Consolidated Checklist
<input checked="" type="checkbox"/>	Completion Report
	Completion Report Adjustments
	All

This page is where you indicate the amount of TI funds to be carried over into FY15. It has all of the funding sources under the ESEA Consolidated Application. **NOTE:** You may only carry over **15%** of available Title I funds from FY14 to FY15.

Exception: If your FY14 Title I allocation is \$50,000 or less, you may carry over 100% without a waiver. Otherwise, you will need to submit the **Title I Carryover Waiver Request**.

The cells in the “Allocation” column through “Pending Transaction Amount” column below are pre-populated. In the “Amount to Carry Over” column, you will enter 15% or less of available Title I funds in the Title I row. (See exceptions on previous slide.)

Completion Report Adjustments						
Mcrary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2 - Completion R						
Go To 						
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Pending Transaction Amount	Amount to Carry Over
Title I LEA	\$134,110.39	\$129,993.02	\$129,993.02	\$4,117.37	\$0.00	4,117.37
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Title II Improving Teacher Quality	\$10,299.00	\$9,124.44	\$9,124.44	\$1,174.56	\$0.00	1,174.56
Rural and						

Carryover Less Than Amount Remaining

If the “Amount to Carry Over” is less than remaining funds, the system will not let you submit the completion report, *if you have not checked* the “Acknowledge Carryover Less Than Amount Remaining” box. (See example below.)

Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	
0.00	<input type="checkbox"/>	
0.00	<input type="checkbox"/>	
0.00	<input type="checkbox"/>	
0.00	<input type="checkbox"/>	

Completion Report

Completion Report Adjustments

Amount to carry over for the Title I LEA grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.	Error
Amount to carry over for the Title II Improving Teacher Quality grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.	Error
Amount to carry over for the Rural and Low-Income Schools grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.	Error

Exceeding 15% Carryover Limit

The system will let you submit the Completion Report if you have entered a carryover amount exceeding 15%. *However, the report will be rejected by your specialist* and you will be provided three options from which to choose. These options and directions will be communicated to you via a comment in the GME History Log which will generate an e-mail to you.

Questions?

Contact the Education Program Specialist assigned to your LEA if you have programmatic questions or Grants Management for fiscal questions at CPUGroup@azed.gov or 602-542-3901.